

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 26 February 1959

FROM : Deputy Registrar/TR

 25X1
 SUBJECT: Weekly Activity Report No. 8
 18 February - 24 February 1959
I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Earlier in the month [] sent a schedule of publication for 1959 of the OTR Bulletin to the Chiefs of Schools/TR. The deadline for copy for the March-April issue was 20 February and the response was prompt. Consequently, final copy can reach the printers by 6 March. The publication date is set for 20 March.

2. Two transmittal lists, 29 and 30, were forwarded to the Comptroller's office. They contained the names of 59 employees with the total amount in awards being \$7,750. This brought the total awards to 1,175 with 549 going for achievement, 626 for maintenance. Money involved totals \$143,450.

3. [] reported the status of backlog on test scores from Testing and Evaluation Branch/LAS. The backlog, from 1958, totals 59. Specifically:

<u>Month</u>	<u>Backlog</u>	<u>Month</u>	<u>Backlog</u>
June	5	Oct.	11
July	0	Nov.	20
Aug.	2	Dec.	20
Sept.	1		

4. The response to a Bulletin announcement about the Calvert Correspondence School (Elementary grades) was good. [] received requests from Agency employees for application blanks and rather than reveal the Agency as the requestor of 50 blanks, on the advice of [] she contacted FSI, who agreed to forward the blanks to us.

25 YEAR RE-REVIEW

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5. [] prepared a summary of the Language Development Committee Meeting on 19 February for DTR from DDTR. Included were the five proposals the committee decided would be significant amendments to the current awards policies and procedures. She also prepared statistics on the number of employees who have been tested in related languages.

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6. A Special Bulletin on [] Workshop has been readied for review with Mr. []. As soon as he approves the text, we will publish it for all Training Officers.

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7. The Certification of Language Proficiency will be revised and clarified, as the result of discussions between Miss []

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8. Arrangements have been completed with [] for Mr. [] to take [] at Georgetown University for the period from April 1959 to January 1960.

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9. Eight Agency employees (seven from DD/I, one from DD/P) are scheduled to attend the [] Indoctrination Course at [] for the period 4 - 19 March 1959.

10. Eleven Agency employees are scheduled to attend the Fifth Annual Electronics Conference, American Management Association, New York City, from 2 to 4 March 1959. All arrangements have been completed.

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11. The Processing Branch is still operating at half strength: [] is confined at home with a serious case of tonsillitis, and [] is still attending school. Anna completes her training on Friday, 27 February.

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12. Recent personnel changes in the ranks of Training Liaison Officers have produced a number of candidates for the Training Officer Orientation course. Arrangements are now being made to conduct the fourth running of the course in the very near future. In discussing this training program with [] O/C, we were informed that someone would probably replace him as Training Officer within a few weeks.

13. During the past week, telephone messages from various Headquarters components strongly suggested that our call for submission of estimates of external training requirements for FY 1960 will receive immediate attention.

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14. [] reports that [] has notified us that FDD would like to conduct a Russian Familiarization course for clerical-secretarial personnel of that Division and of the Acquisition Branch of OCR (all stationed at [] Building). It is planned to explore the matter further with Jack [] LAS/TR.

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15. [] will confer with an OGC representative to review the draft of [] as soon as ^{we have} authenticated copies of Executive Order 10805 (which interprets the Government Employees Training Act so as to except CIA from certain provisions of the Act).

16. [] got a lesson in inter-agency relations in an extended series of telephonic talks with various NSA people, necessitated by an inquiry from TLO/OC as to the feasibility of training in a very recent and highly classified device. The final result: the OC man will be trained, as required, by NSA beginning April 1959.

17. It was learned that one (of two) principal nominee [] for the Twenty-sixth Course (August 1959) of the Armed Forces Staff College will not be available for the course, having extended his overseas tour, and accordingly, the first alternate [] will be nominated. Career Council concurred.

18. Recently a young case officer, a "graduated" JOT, visited [] with a paper needing a sign-off. Upon inquiry, [] found that the visitor [] is the son of a former football player (now [] coached by [] []

19. [] finally succumbed, after a hard struggle, to "the sickness" - and joined our special Corps of Invalids. Others reporting "Absent, Sick" were [] as noted above, [] (each out one day). With two girls [] absent in training, the Registrar Staff feels somewhat short-handed.

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DDS
20. During the week 18 February - 24 February 1959, there were 1,004 persons enrolled in OTR conducted training. The Breakdown for enrollment is as follows:

319 enrolled in 58 classes (15 languages) voluntary
210 enrolled in 32 classes (13 languages) during hours
136 enrolled in 7 Operations School courses
283 enrolled in 9 Intelligence School courses
18 enrolled in 1 SIC course
21 enrolled in 2 area courses
8 Dependents
9 from other Government agencies

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